



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

**Arnold Schwarzenegger**, Governor

Preston DuFauchard, California Corporations Commissioner

Dale E. Bonner, Agency Secretary

Release Date: June 17, 2008

**CLASSIFICATION:** **STAFF SERVICE ANALYST**  
1 Position-Permanent/Full-Time - Sacramento

**FINAL FILING DATE:** **July 8, 2008 or UNTIL FILLED**

**SALARY:** \$2817 - \$4446 per month

**POSITION LOCATION:** Business Operations Section, 1515 K Street, Sacramento

**DUTIES AND RESPONSIBILITIES:** Under the direct supervision of the Staff Services Manager II, the Staff Services Analyst (SSA) reviews space acquisition and alteration requests, determines feasibility and appropriate action; writes specifications; works with DGS to negotiate space leases. Negotiates tenant improvements, prepares specifications, develops bid packages and solicits bids. Establishes and monitors architectural revolving fund accounts for major office moves; coordinates moves including developing layouts, schedules movers, relocates equipment and re-configures modular furniture. Develops departmental space management policies and procedures. Serves as departmental liaison to contractors and private architectural and consulting firms. Prepares documents for the purchase of goods and/or services including interprets and applies all pertinent State Administrative Manual and Purchasing Authority Manual requirements; develops and monitoring adherence to departmental and control agency purchasing policies and procedures; obtains and competitive bids; researching product availability; prepares purchase orders, purchase estimates, service orders, and solicitation documents. Performs telecommunications projects including assesses needs; identifies solutions to telecommunication problems; and determines appropriate equipment and services. Performs system analysis and design; develops equipment specifications for procurement of equipment and maintenance; monitors equipment installation; and evaluates equipment performance.

**DESIRABLE QUALIFICATIONS:**

- Knowledge and/or experience in the areas of facilities management, telecommunication and/or State procurement.
- Ability to work collaboratively and effectively with local, state, federal, public and private entities.
- Ability to effectively resolve conflict.
- Experience interpreting and administering state and federal statutes and regulations.
- Possess strong organizational skills.
- Excellent writing and oral presentation skills.
- Excellent attendance and punctuality.
- Knowledge of Microsoft Word and Access.

**WHO MAY APPLY:** State employees who are currently at the SSA level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks). Applications will be screened and only the most qualified will be interviewed. For further technical information regarding this position, please contact Julie Solomon at (916) 327-7170. **Please send a completed application to the person and address provided below.** Please indicate **RPA #07-OMB0048** under the job title.

**SUBMIT APPLICATION AND RESUME TO:** Department of Corporations  
Attention: Human Resources Office  
1515 K Street, Suite 200  
Sacramento, CA 95814  
(916) 445-6351

**#07-OMB0048**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.